

doForms™

iPhone User Guide

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A Product of Mobile Data Technologies, LLC.

Table of Contents

Legal Notice	3
Contact Support	3
Overview	4
Mobile Data Collection App	4
Data Website	5
Getting Started	6
1.1 Downloading doForms	6
Setup doForms	8
2.1 Launching doForms for the first time	8
2.2 First Time Setup Wizard	9
2.3 Test Your Account	10
Using doForms	12
3.1 Launching doForms on your iPhone device	12
3.2 Enter New Data	13
3.3 Question Types	14
3.4 Data Collection Features	28
3.5 Review Saved Data	32
3.6 Send Completed Data	33
3.7 Update Forms & Notices	35
Settings	36
4.1 Changing your account setup and preferences	36

Legal Notice

Your use of doForms, including online and offline components, is governed by the Terms of Use as specified at <http://www.doforms.com/terms-of-use>.

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Contact Support

Email: support@doforms.com

Website: www.doforms.com/support

Requirements

- iPhone or iTouch iOS Version 4 or greater
- Cellular or WiFi Internet connection
- Minimum of 2 GB of space free

Overview

doForms provides “smart-forms” for iPhone-powered devices - everything you need in a turn-key, all-in-one, reliable, secure, and fully hosted mobile data collection solution.

Supported data types include:

- Section labels
- Approvals
- Textual data
- Numeric data
- Date:Time
- Single choice answers
- Multiple choice answers
- Category scores [not currently supports on iOS]
- Barcode scanning
- Signatures
- Sketches
- Pictures
- Video recording
- Audio notes
- GPS locations
- Email reports

Mobile Data Collection App

doForms mobile data collection software works with a wide selection of popular iOS, Android, BlackBerry smartphones and tablets; and it is coming soon to Windows. Unlike all browser-based forms, our mobile data collection software, or "mobile forms app", enables your workers to operate in both connected and disconnected environments. This is critical for workers in rural areas or urban settings with cellular dead spots. Imagine using your mobile data collection software to instantly take a picture, then sketch on top of it to illustrate something of interest; or to scan the barcodes of materials being delivered to a job site. Imagine recording audio notes and video clips and embedding them right in your electronic mobile data collection forms; or using the GPS to precisely record a location. Think about the increased speed and accuracy of reporting.

doForms provides a flexible, fast, and easy solution to deploying mobile data collection forms to your workers - anywhere in the world. And the mobile forms on your workers' devices are automatically synchronized and remotely kept up-to-date. Control who gets which mobile data collection forms. Remotely control who can view or change the incoming data. doForms centralizes this control on a website dashboard to save time and money.

Data Website

doForms provides a fully integrated website for aggregating, sorting, querying, viewing and managing mobile forms data being collected by your workers. If GPS coordinates are included, your mobile forms data can be viewed on top of an interactive map. The website keeps track of which workers collected which mobile forms data. The website makes it easy to export mobile forms data to your other business applications, and to integrate your mobile forms data in real time with other IT systems by using web services.

Use our off-the-shelf mobile data collection forms library. Or create your own mobile forms using the most powerful, yet easy-to-use form creation software available. Our form builder provides simple and intuitive user interfaces for building mobile forms. You don't need to be a specialist to use our form creation software. You just need to have an understanding of what you want your mobile data collection software to do. With doForms, anyone with office software experience can create their own mobile data collection forms for iPhone and iPad devices. With doForms, there is no need for software programmers to build your mobile forms or IT support staff to deploy them.

doForms allows easy exporting of mobile forms information to other business applications such as Microsoft Excel, Open Office, Google Docs, and QuickBooks. Export options are also provided for CSV, HTML and PDF file formats. Additionally, doForms also provides for direct integration of your mobile forms with CRM, database and GIS systems, such as Salesforce.com, Oracle, SAP, and ArcGIS, through the use of industry-standard SOAP web services. These web services can be set up and deployed in a matter of minutes with no software programmers involved.

Security

For paid accounts, data transmission between your mobile devices and the doForms website is encrypted using Secure Socket Layers (SSL3). This protects your data while traveling over the airwaves or internet. For paid accounts, browsing of data on your doForms website is also encrypted using SSL/HTTPS.

You can also have peace of mind knowing that doForms and your mobile data collection forms are hosted on top of Google's App Engine IT infrastructure. This is the same infrastructure used for Google Docs and Google Apps. The controls, processes and policies that protect data in this infrastructure have successfully completed a SAS 70 Type II audit. Google Apps is the first cloud based messaging and collaboration suite to achieve FISMA (Federal Information Security Management Act) certification, indicating that the General Services Administration has reviewed and certified its security processes and documentation. More information on these security practices and procedures is available at:

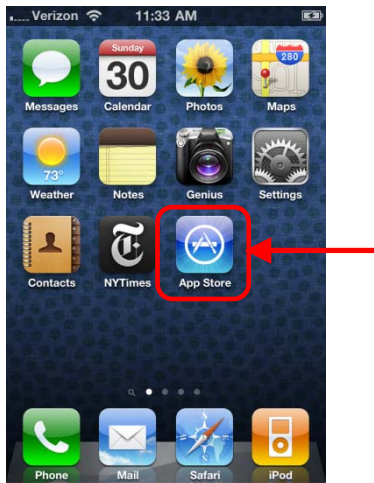
http://www.google.com/apps/intl/en/business/infrastructure_security.html

Getting Started

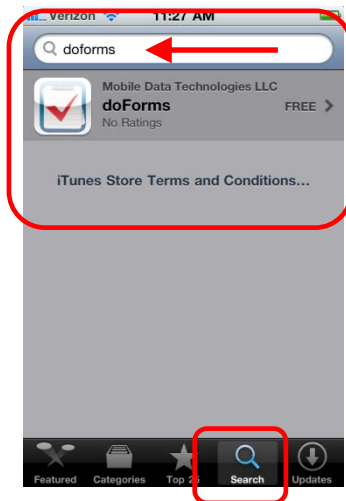
1.1 Downloading doForms

In order to install and use doForms you must first download the application from the Apple App Store.

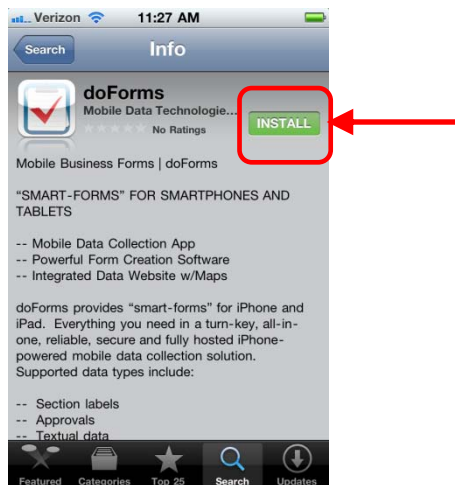
1. Tap the “**App Store**” icon on your device.



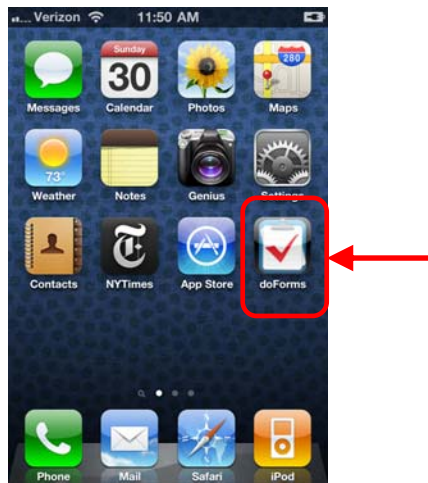
2. Search for “doForms” and tap “doForms” on the results page. 3. Tap “Free”



-5. Tap “Install” to begin the download process.



6. doForms will now be automatically downloaded to your device. Once the download is complete the doForms icon will be visible on your iPhone's application page.



NOTE: Downloading doForms is free for one (1) mobile device. For more than one, pricing is based on the number of devices on your account. Please visit www.doForms.com/purchase for complete pricing information.

Setup doForms

2.1 Launching doForms for the first time

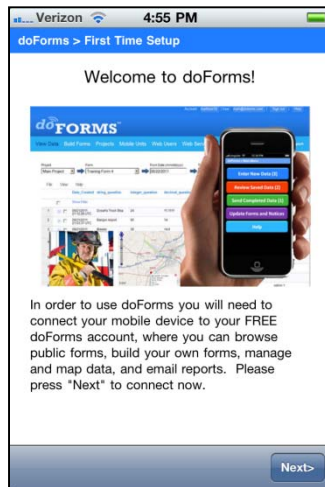
IMPORTANT: You must have an active cellular or WiFi Internet connection in order to setup your account. If you do not have an active connection, press “**Cancel**” and restart the application when you do.

1. Tap on the doForms icon to launch the application.



2.2 First Time Setup Wizard

1. Select **“Next”** to begin the setup process. On the next screen you will be prompted to enter the following three (3) items: mobile number, 4-digit PIN, and a nickname. At any time during setup you will be able to press **“Back”** to move back one screen or **“Cancel”** to end the First Time Setup Wizard.



2. doForms uses a unique combination of “mobile number” and “PIN” to “link” each mobile unit to the doForms website. The mobile number can be either the cellular phone number of the mobile unit or a mobile ID number assigned by your doForms Administrator. We recommend that you use the cellular phone number unless you have been assigned a different mobile ID number by your doForms Administrator. The PIN number will be assigned by your doForms Administrator. This PIN must match the corresponding mobile number. Contact your doForms Administrator if you have not been provided with a PIN.

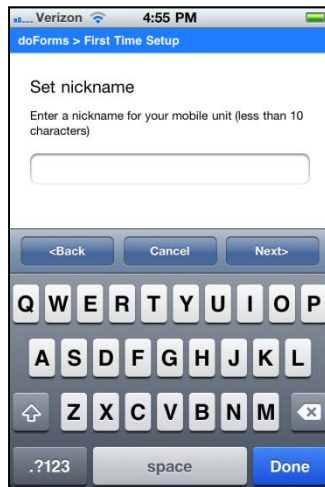
3. Press **“Next”** when done.

A screenshot of a mobile phone screen showing the 'Set mobile number' screen. The status bar at the top shows 'Verizon' and '4:55 PM'. The screen has a blue header with the title 'doForms > First Time Setup'. Below the header, it says 'Set mobile number'. There is a paragraph of text explaining that the mobile number should include the area code and be a 10-20 digit random number or a phone number. Below the text is a text input field. At the bottom, there are three buttons: '<Back', 'Cancel', and 'Next>'. Below these buttons is a numeric keypad with digits 1-9, 0, and a backspace key.

4. Press **“Next”** when done.

A screenshot of a mobile phone screen showing the 'Set PIN' screen. The status bar at the top shows 'Verizon' and '4:55 PM'. The screen has a blue header with the title 'doForms > First Time Setup'. Below the header, it says 'Set PIN'. There is a paragraph of text explaining that the PIN should be a 4-digit number chosen for security purposes. Below the text is a text input field. At the bottom, there are three buttons: '<Back', 'Cancel', and 'Next>'. Below these buttons is a numeric keypad with digits 1-9, 0, and a backspace key.

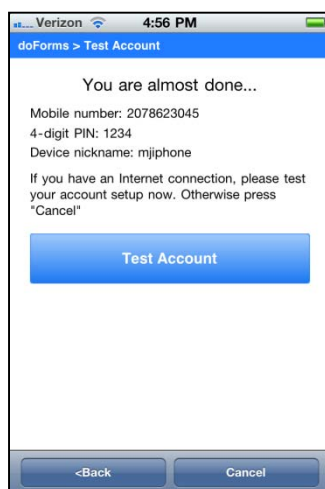
5. Enter a nickname for the mobile unit. Nicknames can include letters, numbers and underscores, but no spaces. Nicknames should be 10 characters or less. Press “**Next**” when done.



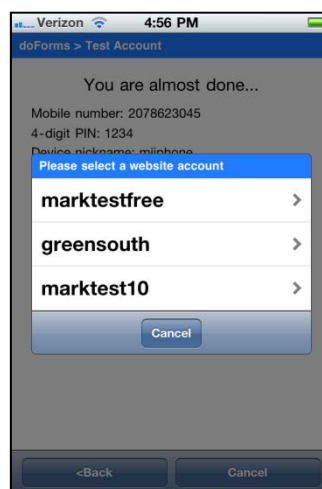
2.3 Test Your Account

In order to complete the setup you must test your account configuration. The doForms application on your iPhone device will contact the doForms server to validate your account setup. You will need to have an active Internet connection to complete this step. If you do not have an internet connection, press “Cancel” and restart the doForms application when you do. Next, select a website account, if your device is authorized for more than one account.

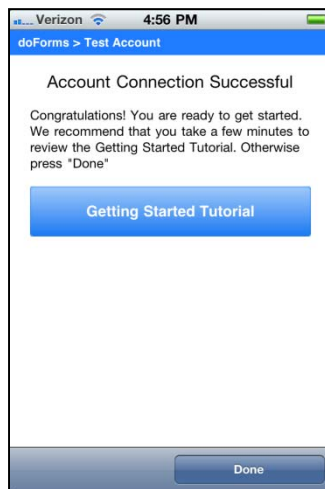
1. Tap “**Test Account**”.



2. Select an account
(If your device is authorized for more than one account)

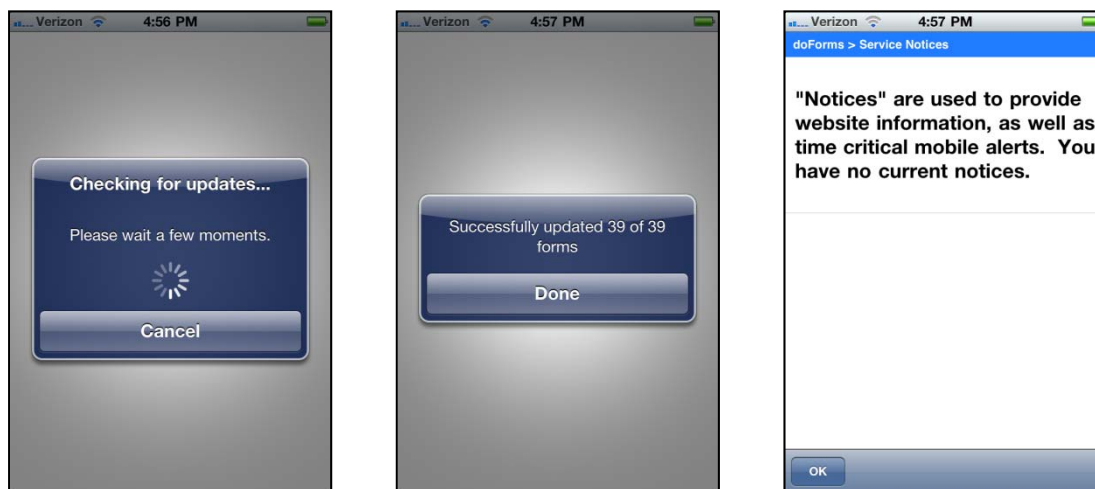


2. A “Test Successful” message will appear if the account setup was valid. Here you have the opportunity to view the “Getting Started Tutorial.” If you have not done so already, we recommend that you take a few minutes to view this now. Otherwise, press “**Done**.”



4. When you select “**Done**”, your iPhone device will automatically connect to the doForms website to search for and install any updated forms. It is recommended that you do not skip the update process during the initial setup.

5. After reading the “Service Notices” tap “**OK**” and the First Time Setup Wizard will be complete.



NOTE: A “Test Failed” message will appear if the account setup was not valid. Most likely you entered an incorrect combination of mobile number and PIN. Press “**Try again**” to restart the First Time Setup Wizard. You will need to re-enter your mobile number, 4-digit PIN and nickname. If you continue to experience problems, please press “**Cancel**” and contact your doForms Administrator to ensure that you have the correct mobile number and PIN.

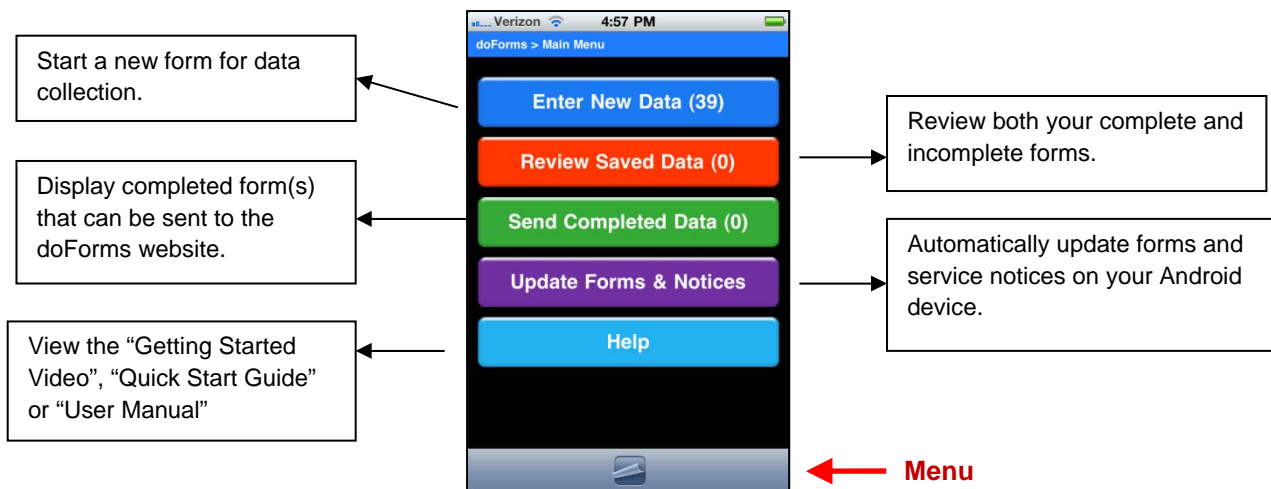
Using doForms

3.1 Launching doForms on your iPhone device

1. Tap the application icon to launch the doForms.

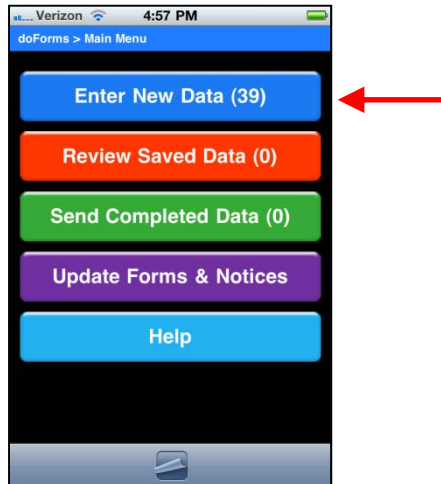


2. The doForms “Main Menu” will be displayed. From the “Main Menu” you may choose “Enter New Data”, “Review Saved Data”, “Send Completed Data”, “Update Forms & Notices” or “Help”.

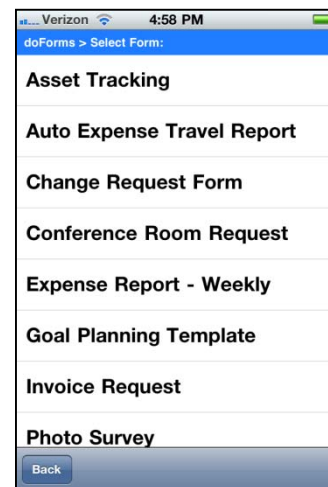
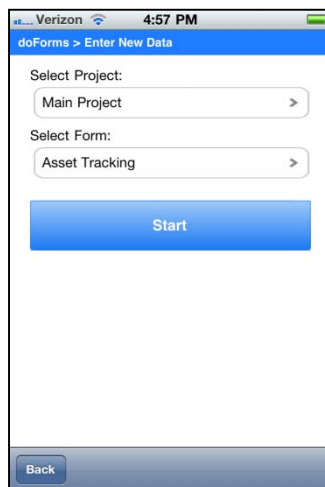


3.2 Enter New Data

1. From the Main Menu, tap **“Enter New Data”**, (the number of available forms is listed in parentheses).



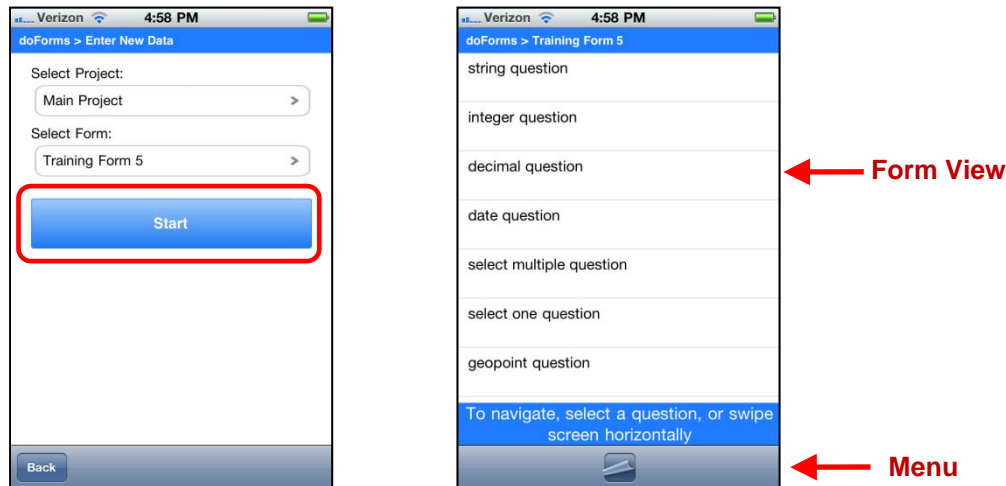
2. First, tap on the **“Select Project”** dropdown to choose a project from the list. All available projects will be listed (note that if you only have one project, the Select Project dropdown will not be displayed). Select the appropriate project from the list.



3. Select a form from the **“Form”** menu. Tap on the **“Select Form”** dropdown to view the list of all available forms associated with the previously selected project.

4. After you have selected the appropriate Project and Form for data collection, simply tap **“Start”** to load the form.

5. It may take a few minutes for the form to be loaded onto your iPhone device.



NOTE: To navigate through the form, either (i) tap on a question in the Form View, or (ii) swipe your finger horizontally on the screen as if turning pages forward or backward in a book in the Question View. You may press “Menu” at any point while working on a form for more navigation choices.

3.3 Question Types

doForms utilizes many different question types in order to facilitate easy and accurate data collection. Each question type includes an appropriate format for answering the question. The following question types are supported:

- Section labels
- Approvals
- Textual data
- Numeric data
- Date:Time
- Single choice answers
- Multiple choice answers
- Category scores
- Barcode scanning
- Signatures
- Sketches
- Pictures
- Video recording
- Audio notes
- GPS locations
- Email reports

In addition to the possible data fields above, each form is stamped with a date, time and device ID whenever the form data is saved in the mobile device.

Section Labels

Section labels are used to organize the form and provide instructions. Swipe your finger horizontally on the screen to advance to the next question.

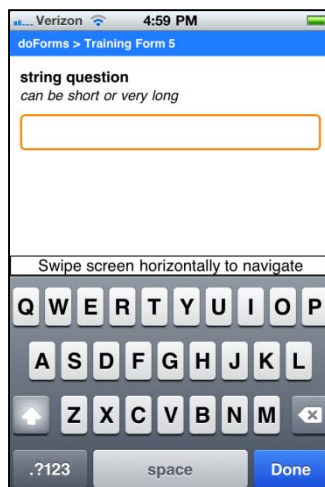
Approval Questions

Approval questions are not displayed in the doForms mobile app (only in the doForms website)

Text Questions

This is a simple text question. You can use the virtual keyboard, which will be automatically displayed on your iPhone device, to answer these questions.

When done, swipe your finger horizontally on the screen to advance to the next question.



Numeric Questions

A number question is presented in a similar format as a text string question. Instead of text you will answer the question by entering a number from the number pad, which will be automatically displayed on your iPhone device, to answer these questions. When done, swipe your finger horizontally on the screen to advance to the next question.

Notice that number questions may have “answer constraints”. In the example below,, the integer number entered must be greater than 10, and the decimal number entered must be greater than 10.51 and less than 18.39. Also, number questions expect either Integer or Decimal answers, and the ability to input a decimal point will be provided accordingly.

When done, swipe your finger horizontally on the screen to advance to the next question.

The screenshot shows an iPhone screen with the status bar at the top displaying 'Verizon' and '4:59 PM'. The app title bar reads 'doForms > Training Form 5'. The question text is 'integer question' followed by the instruction 'try entering a number > 10'. Below the text is an empty orange rectangular input field. At the bottom of the screen, there is a numeric keypad with digits 1-0, symbols for minus, slash, colon, semicolon, parentheses, dollar sign, ampersand, at-sign, and quotes. There are also buttons for '#+=', a decimal point, a comma, a question mark, an exclamation mark, an apostrophe, and a backspace key. At the very bottom are 'ABC', 'space', and 'Done' buttons. A instruction 'Swipe screen horizontally to navigate' is positioned above the keypad.

The screenshot shows an iPhone screen with the status bar at the top displaying 'Verizon' and '4:59 PM'. The app title bar reads 'doForms > Training Form 5'. The question text is 'decimal question' followed by the instruction 'only numbers > 10.51 and < 18.39'. Below the text is an empty orange rectangular input field. At the bottom of the screen, there is a numeric keypad with digits 1-0, symbols for minus, slash, colon, semicolon, parentheses, dollar sign, ampersand, at-sign, and quotes. There are also buttons for '#+=', a decimal point, a comma, a question mark, an exclamation mark, an apostrophe, and a backspace key. At the very bottom are 'ABC', 'space', and 'Done' buttons. A instruction 'Swipe screen horizontally to navigate' is positioned above the keypad.

Date:Time Questions

Date:Time questions allow you to select a specific Date:Time, just Date, or just Time (depending on how the form was constructed). Use the “+” and “-” buttons to enter the date. You can also tap on a field (month, day or year) and use the number pad to input the value. Tapping the “**Now**” button allows you to quickly synchronize with the current Date:Time on your mobile device.

Notice that Date:Time questions may have “answer constraints”. In the example below, only future dates are allowed.

When done, swipe your finger horizontally on the screen to advance to the next question.

Verizon 4:59 PM

doForms > Training Form 5

date question
only future dates allowed

August	14	2009
September	15	2010
October	16	2011
November	17	2012
December	18	2013

2	57	35
3	58	36
4	59	37
5		38

PM

Swipe screen horizontally to navigate

Verizon 5:00 PM

doForms > Training Form 5

August	14	2009
September	15	2010
October	16	2011
November	17	2012
December	18	2013

2	57	35
3	58	36
4	59	37
5		38
6		39

PM

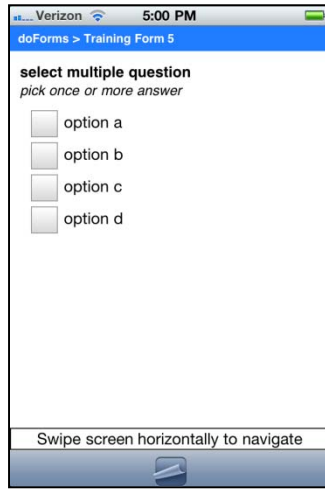
Now

Swipe screen horizontally to navigate

Multiple Answer Questions

Multiple answer questions allow you to select one or more answers from a list. Press to check-off all the correct answers. You can scroll down the list if needed.

When done, swipe your finger horizontally on the screen to advance to the next question.

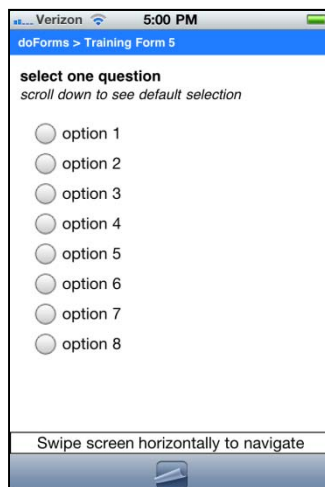


The screenshot shows a mobile application interface. At the top, the status bar displays "Verizon" and "5:00 PM". Below the status bar, a blue header bar contains the text "doForms > Training Form 5". The main content area has the title "select multiple question" in bold, followed by the instruction "pick once or more answer" in italics. Below this, there is a list of four options, each preceded by a square checkbox: "option a", "option b", "option c", and "option d". At the bottom of the screen, there is a white bar with the text "Swipe screen horizontally to navigate" and a blue bar with a white arrow icon pointing to the right.

Choose-One Questions

Choose-One answer questions will allow you to select only one answer. Tap the corresponding radial button to select the correct answer. Scroll down the list if needed.

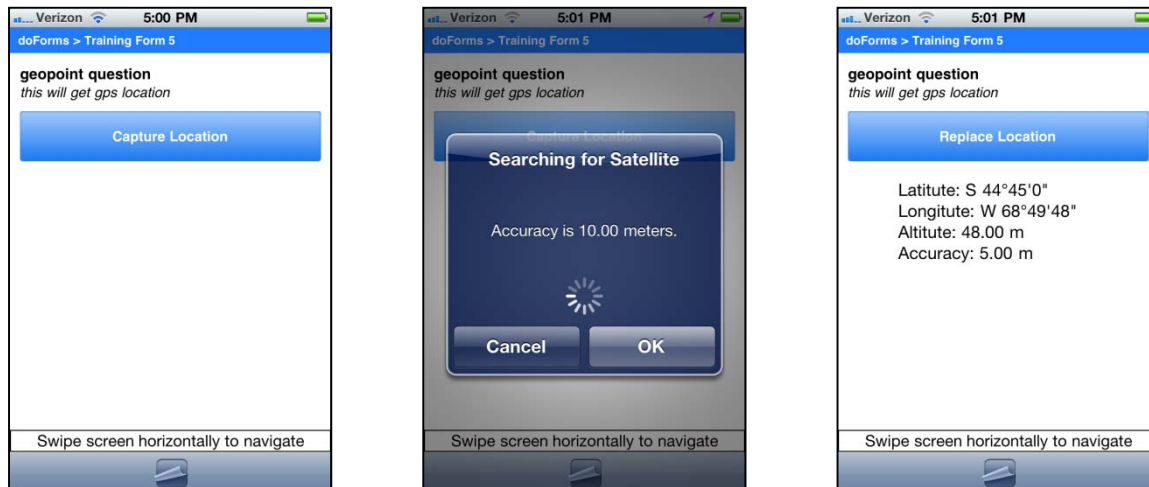
When done, swipe your finger horizontally on the screen to advance to the next question.



The screenshot shows a mobile application interface. At the top, the status bar displays "Verizon" and "5:00 PM". Below the status bar, a blue header bar contains the text "doForms > Training Form 5". The main content area has the title "select one question" in bold, followed by the instruction "scroll down to see default selection" in italics. Below this, there is a list of eight options, each preceded by a radial button: "option 1", "option 2", "option 3", "option 4", "option 5", "option 6", "option 7", and "option 8". At the bottom of the screen, there is a white bar with the text "Swipe screen horizontally to navigate" and a blue bar with a white arrow icon pointing to the right.

GPS Location Questions

Location questions are used to capture a GPS location. First, tap the **Capture Location** button. A message will appear to indicate that doForms is searching for GPS satellites. This may take a few moments so be patient. GPS coordinates and their estimated accuracy will start being displayed when the GPS satellites have been “acquired”. Tap **Ok** when you are satisfied with the location accuracy. The location data will be saved as latitude and longitude coordinates.



Note that in some situations it may not be possible to acquire a GPS signal at all due to interference from a building or some other physical feature, and the “Searching for Satellites” message will continue to display indefinitely. In such cases, press **Cancel** and move to a more open location and try again.

The “achievable” GPS accuracy will depend on your hardware, location and surroundings. In most cases, the best achievable accuracy will be around 3 meters. doForms is programmed to automatically stop refining the GPS position when an accuracy of 3 meters has been achieved. Altitude readings are generally accurate to +/- 25 meters on most consumer devices.

IMPORTANT: In cases where doForms detects that GPS hardware is not available on the mobile device, Location Capture questions will be skipped automatically. This usually occurs because the GPS has not been “enabled”. To enable the GPS on your iPhone device:

1. Tap on the **Home** button
2. Tap on **Settings**
3. Tap on **General**
4. Tap on **Location Services**
5. Make sure that Location Services are “ON”

If this is a “Required” question, save the form as “Incomplete”, then try one of the remedies above.

Signature Questions

Signature questions are used to capture a signature. First, tap the **“Signature”** button. Now you can use a stylus or finger to draw your signature in the designated area. Press the Clear button to erase the signature and start over. Press **“Done”** when complete. The completed signature will be displayed.

When done, swipe your finger horizontally on the screen to advance to the next question.

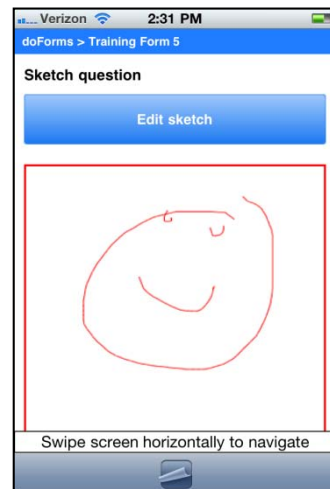
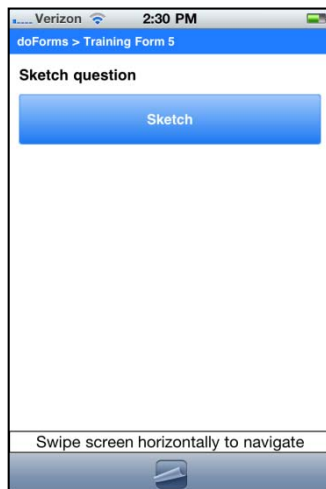


NOTE: In cases where doForms detects that a drawing surface is not available on the device, signature questions will be skipped automatically (even if it is a required question).

Sketch Questions

Sketch questions are similar to signature questions in allowing you to capture a sketch. First, tap the **“Sketch”** button. Now you can use a stylus or finger to sketch in the designated area. Press the **“Clear”** button to erase the sketch and start over. Press **“Done”** when complete.

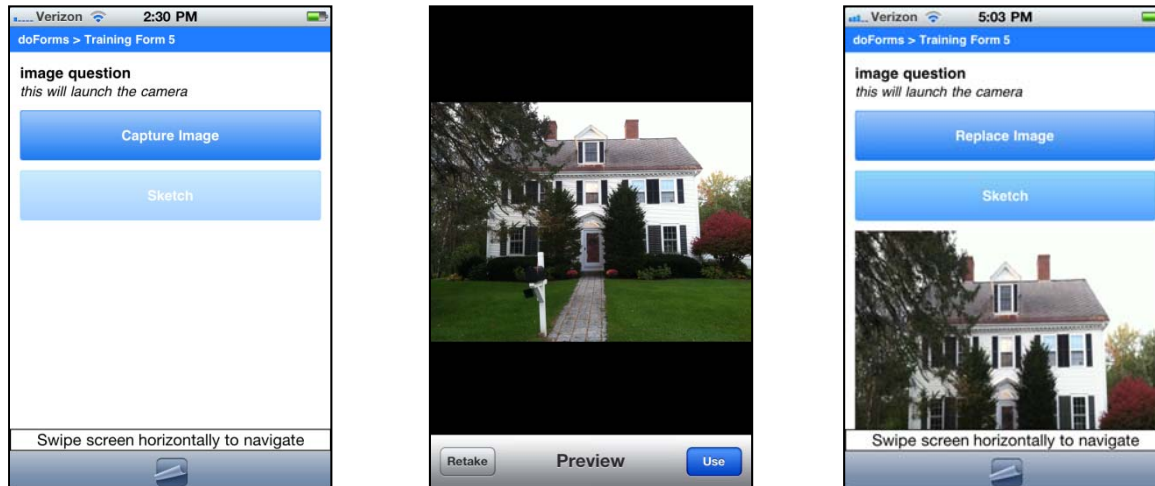
When done, swipe your finger horizontally on the screen to advance to the next question.



Picture Questions

Picture questions allow you to capture an image. Tap “**Capture Image**” to start the camera application on your iPhone device. Once the camera has opened, point your device using the screen view finder and tap the shutter button to take a picture. Once the picture has been taken you can view the image, or choose to “**Replace Image**” with a new picture.

When done, swipe your finger horizontally on the screen to advance to the next question.

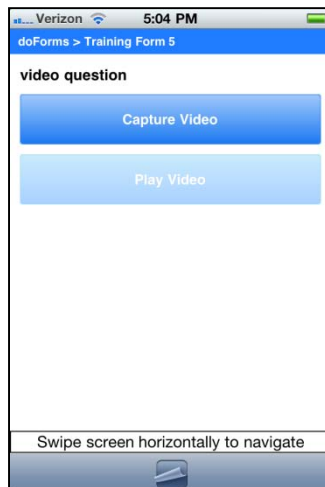


NOTE: Once an image has been saved, you can tap the “**Sketch**” button if you wish to sketch atop the picture. This is useful for pointing out features of interest in the picture which may otherwise be difficult to see. In cases where doForms detects that a camera is not available on the mobile unit, picture questions will be skipped automatically.

Video Questions

Video questions allow you to capture a video. Tap **“Capture Video”** to start the camera application on your iPhone device. Use your device’s screen viewfinder plus **“Record”**, **“Play”** and **“Stop”** buttons to record and review the video. A thumbnail will be displayed and you have the option to tap **“Save”** and save the video, or **“Discard”** to replace the video with a new recording. After saving the video you will have the option to **Replace Video** with a new recording or **Play Video** to review the recording again.

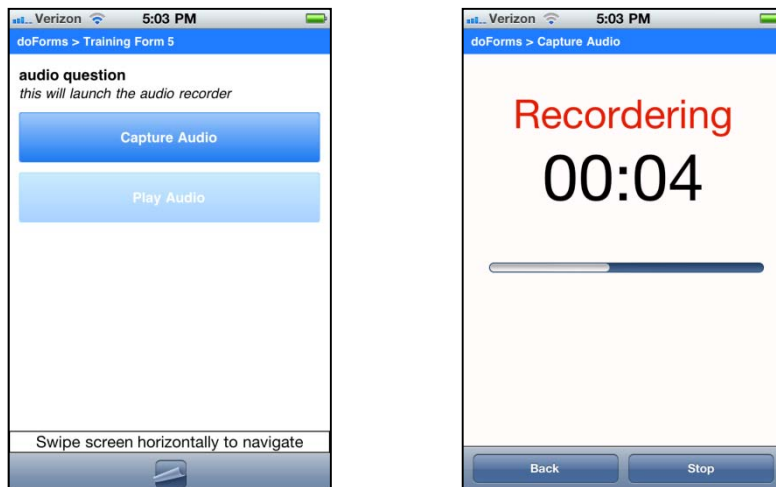
When done, swipe your finger horizontally on the screen to advance to the next question.



Audio Questions

Audio questions allow you to capture an audio recording. Tap **“Capture Audio”** to start the camera application on your iPhone device. Once the camera has opened, you may have the option to choose which device will be used for recording. By tapping the check box, you can set doForms to use the selected application by default.

Use the **“Record”**, **“Play”** and **“Stop”** buttons to record and review the audio. When you are happy with your audio recording, tap **“Use this recording”** to save the audio, or **“Discard”** to replace the audio with a new recording. After saving the audio you will have the option to **“Replace Audio”** which will replace the audio recording with a new recording or **“Play Audio”** to review the recording again.

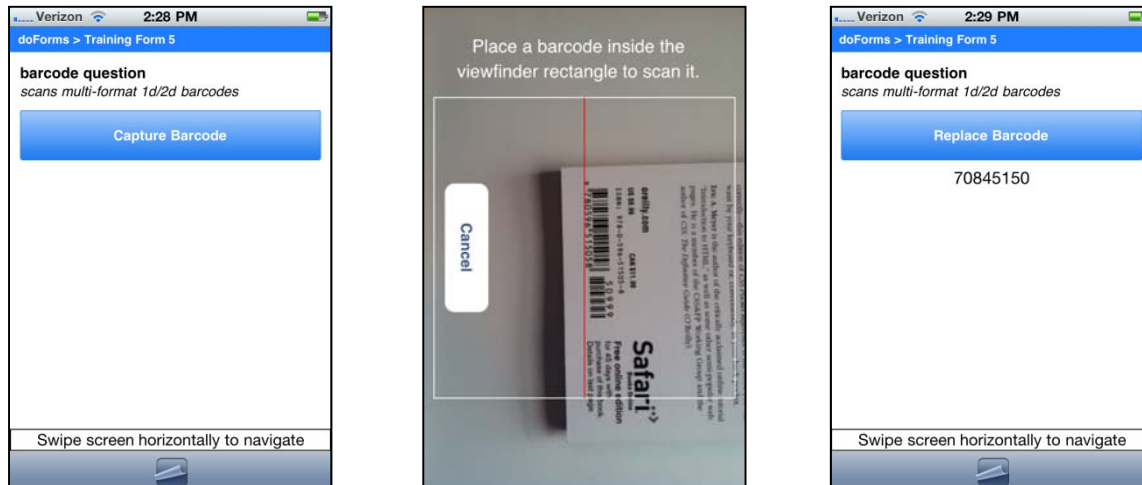


When done, swipe your finger horizontally on the screen to advance to the next question.

Barcode Questions

Barcode questions allow you to capture a barcode. Tap the “**Capture Barcode**” button to start the barcode scanning application. Place the barcode you want to capture inside the viewfinder to scan it.

When done, swipe your finger horizontally on the screen to advance to the next question.

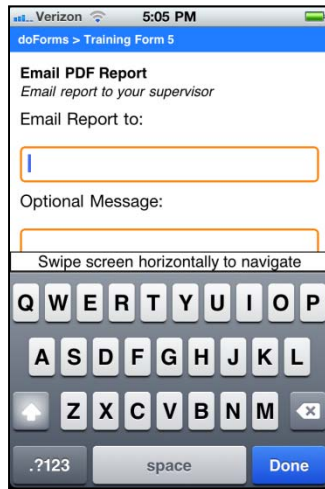


NOTE: In cases where doForms detects that a barcode scanner is not available on the mobile unit, barcode questions will be skipped automatically.

Email Report

Emails the completed form as a PDF report to one or more recipients in addition to sending it to your doForms website. Enter an email address (or multiple addresses separated by semi-colons) and an optional message. The email is sent automatically when the completed form is received by your doForms website.

When done, swipe your finger horizontally on the screen to advance to the next question.



The screenshot shows a mobile application interface for 'doForms > Training Form 5'. The screen is titled 'Email PDF Report' with a subtitle 'Email report to your supervisor'. Below the title, there is a label 'Email Report to:' followed by a text input field. Underneath that is a label 'Optional Message:' followed by another text input field. A hint text 'Swipe screen horizontally to navigate' is displayed above a virtual QWERTY keyboard. The keyboard includes standard letter keys, a shift key, a space key, and a 'Done' button. The status bar at the top indicates 'Verizon' service and the time '5:05 PM'.

Saving Data

When you reach the end of a form, you will have the choice to either **“Save as Incomplete”**, **“Save as Complete”** or **“Exit Without Saving”**. If you select either **“Save as Incomplete”** or **“Save as Complete”**, you will be prompted to correct any questions with invalid answers. If you select **“Save as Complete”**, you will also be asked to complete any “required” questions not previously answered. Only forms marked as **“Complete”** can be sent to your doForms website (see Section 3.6 Send Completed Data).



You may also save and exit a form at any time by tapping **Menu** (see Section 3.4 Data Collection Features) and selecting one of the exit options.

3.4 Data Collection Features

Repeatable Sections

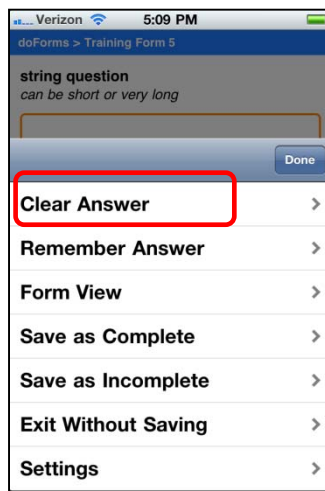
A repeatable section is a “container” for one or more of any of the questions above. A repeatable section loops through the questions it contains. A maximum number of loops can be specified when the form is built. Mobile users will be prompted before each loop if they wish to continue. Therefore, the actual number of loops performed will be controlled by the mobile user. Also note the repeatable sections can be “nested” within one another. Nested repeatable sections provide a very efficient way to enter long lists of information; for example, an inventory of part numbers (inner loop) located on a particular shelving unit in a warehouse which contains multiple shelving units (outer loop).

Clear an Answer

doForms allows you to edit or delete any question at any time while filling out your form. You can use your device’s on-screen keyboard to delete any answers given for a text or number question. You can also delete an answer to a single or multiple choice question.

To clear an answer:

1. Navigate to the question with the answer that you want to clear.
2. Tap “**Menu**”.
3. Tap “**Clear Answer**”.
4. Tap “**Yes**” to confirm.

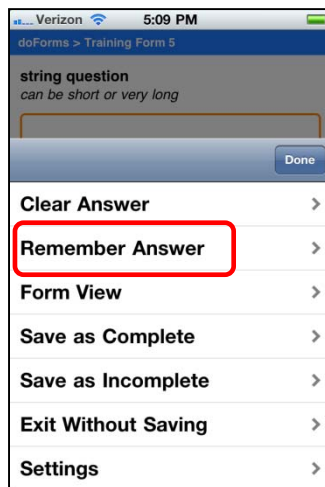


Remembering Answers

doForms provides a feature for automatically remembering answers to specific questions. This should be used in situations where you know you will be repeating an answer over and over when filling out new instances of a form. For example, if you are a census worker canvassing houses on a specific street, you would use the “**Remember Answer**” to remember the city and street names.

To remember an answer:

1. Answer the question with the value you wish to remember.
2. Tap “Menu” at any point after selecting the answer value for a question.
3. Tap “**Remember Answer**”.
4. Tap “**Yes**” to confirm.



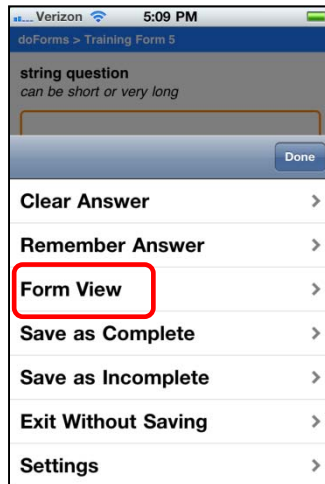
NOTE: The “**Remember Answer**” option will supersede any “Default Value” that has been set by the form’s author (the “remembered answer” becomes the new default). Also, you can override the remembered answer by choosing a different answer to the question. If at a later time you wish to remember a different answer, repeat the steps above.

Jumping to a Question (Form View)

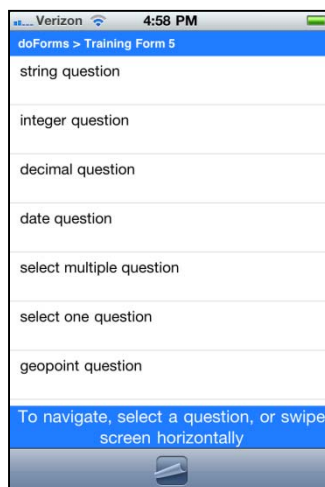
doForms provides a feature that allows you to “Jump” to a specific question. This should be used in situations where you need to skip ahead or go back to answer a question without having to flip through each question in between.

To jump to a question:

1. Tap “**Menu**” at any time while within the form.
2. Tap “**Form View**”.



3. A list of all the questions contained in the form will be displayed. Use your finger to scroll the list up and down if needed. Tap on a question in the list to jump to that question.

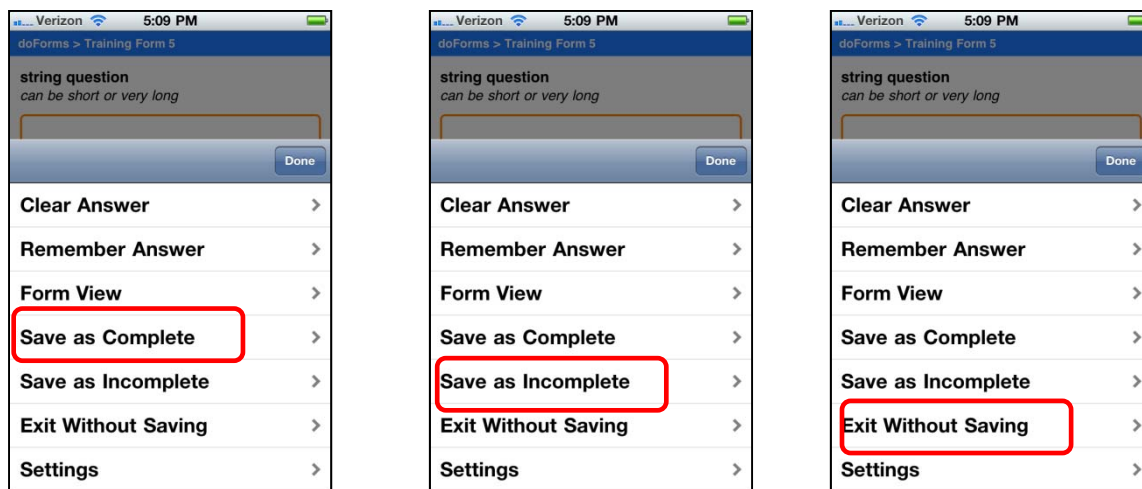


Exiting a Form

You can choose to exit a form at any time while collecting data. This should be done when, if for any reason, you need to stop the data collection process. You can choose to exit the form and save the data you have collected up to that point, or you can choose to exit the form without saving.

To exit a form:

1. Tap **“Menu”** at any time while within the form.
2. Tap **“Save as Complete”** to save all data collected as “complete” and exit the form. Only forms saved as “Complete” can be sent to your doForms website account, or
3. Tap **“Save as Incomplete”** to save all data collected on the form up to that point and exit the form, or
3. Tap **“Exit Without Saving”** to simply exit the form. None of the data collected in the form will be saved.



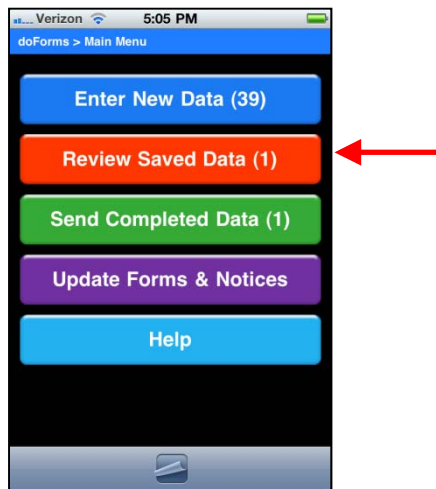
Settings

See the “Setting” section below for information regarding Settings and how to change your account setup and preferences.

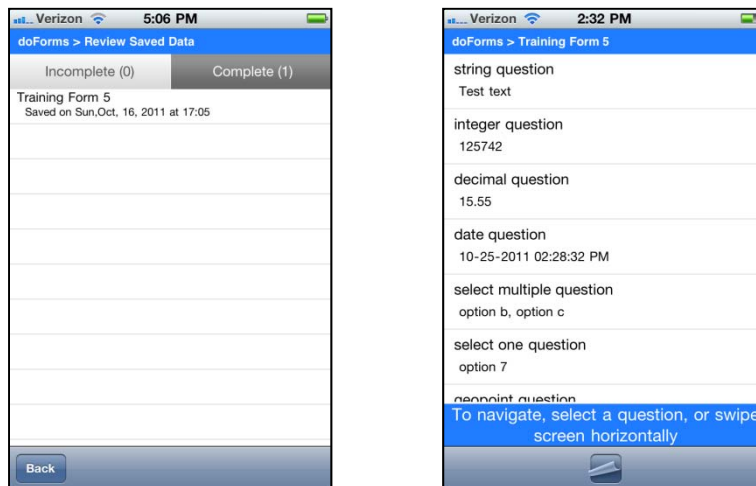
3.5 Review Saved Data

doForms allows you to review and edit your saved forms at anytime.

1. From the Main Menu, tap **“Review Saved Data”** (the number of saved forms is listed in parentheses).
2. Tap **“Incomplete”** to view incomplete forms, or select **“Complete”** to view completed forms.



3. Tap the name of the form that you wish to review.



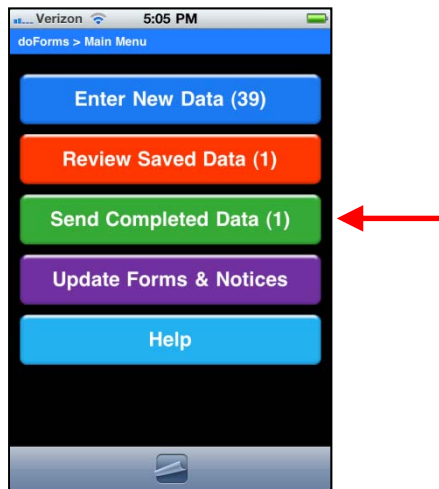
4. The form is loaded in Form View and a list of all the questions and answers contained in the form will be displayed. This may take a few minutes. Use your finger to scroll the list up and down if needed. Tap on a question in the list to jump to that question.

5. Make the desired edits.

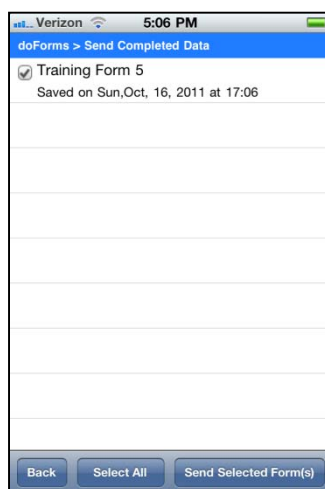
3.6 Send Completed Data

IMPORTANT: You must have an active cellular or WiFi Internet connection in order to send data. If you do not have an active connection, press **“Cancel”** and restart the application when you do. We recommend waiting for a WiFi connection if your completed forms include media content (pictures, sketches, video or sound).

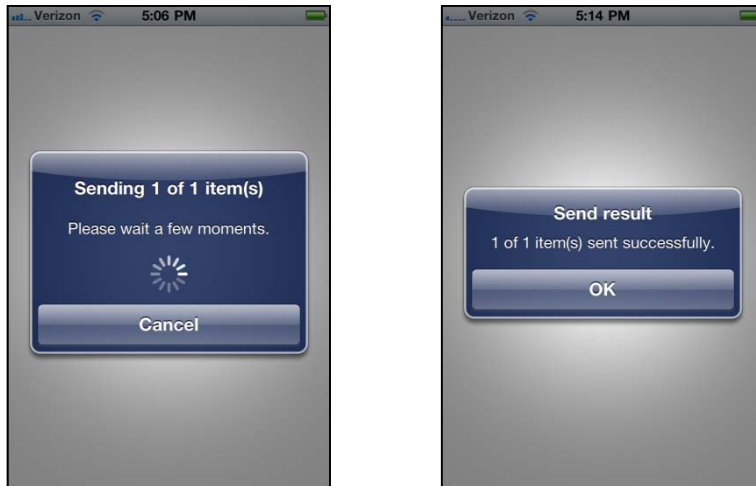
1. From the Main Menu, tap **“Send Completed Data”** (the number of completed forms is listed in parentheses). Only completed forms will be displayed on the **“Send Completed Data”** page.



2. Select the forms that you wish to send by tapping on the corresponding checkbox (or you can choose to **“Select All”**).



3. After choosing the appropriate forms, tap **“Send Selected Form(s)”**. You will need an active connection in order to complete the sending process. Otherwise, a message will be displayed asking you to try again when you do have an active connection.



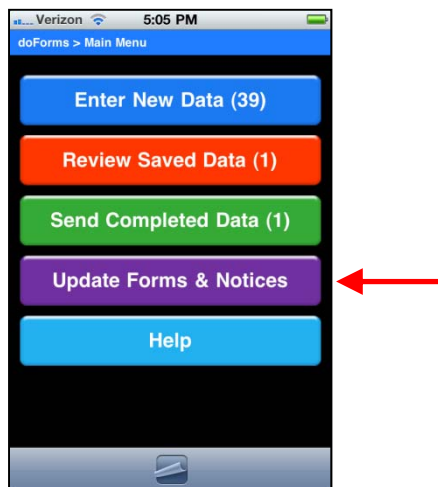
4. Tap **“OK”** to return to the Main Menu. Successfully sent forms and related media content are automatically deleted from your mobile unit to save storage space.

NOTE: In cases where you have a slow connection speed (i.e., no 3G or Wi-Fi) and want to send your completed forms, doForms will only send the non-media portion of the completed forms. The much larger media portion (pictures, sketches, video or audio) will be saved on your mobile unit until a faster connection is detected, at which point it will be automatically sent to your doForms website.

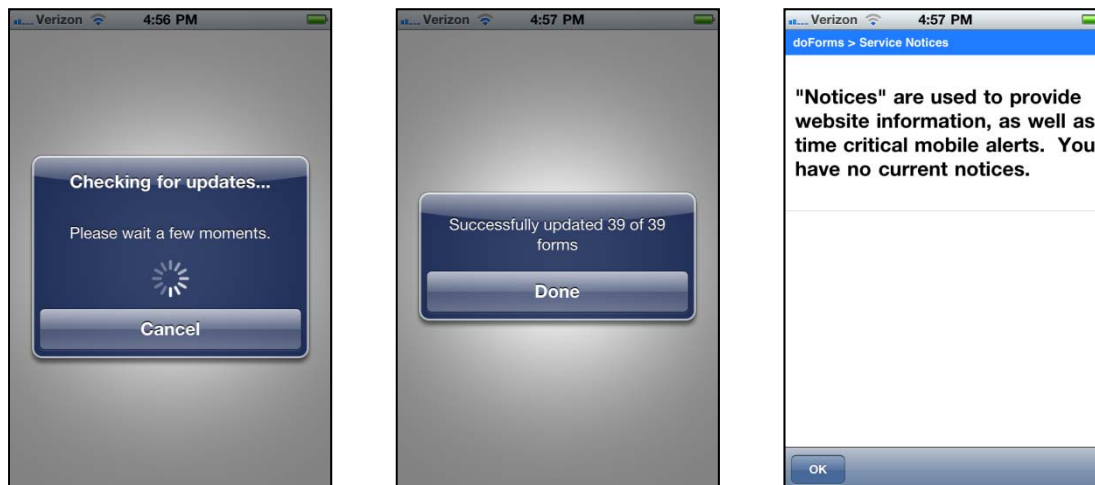
3.7 Update Forms & Notices

IMPORTANT: You must have an active cellular or WiFi Internet connection in order to search for and install any updated forms. Press **"Skip"** if you do not have an active connection and try again when you do.

From the doForms Main Menu, tap **"Update Forms & Notices"**. doForms will automatically connect to the doForms website to search for and install any updated forms.



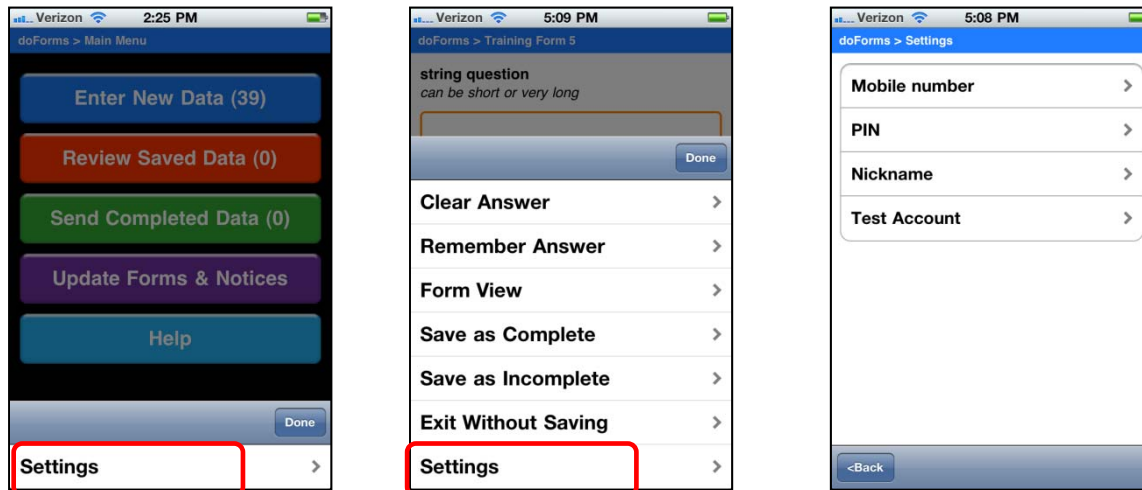
You can cancel this process at any time by tapping **"Cancel"**. Tap **"Done"** once all projects and forms have been updated. After reading the "Service Notices" tap **"Ok"** to begin using your updated forms.



Settings

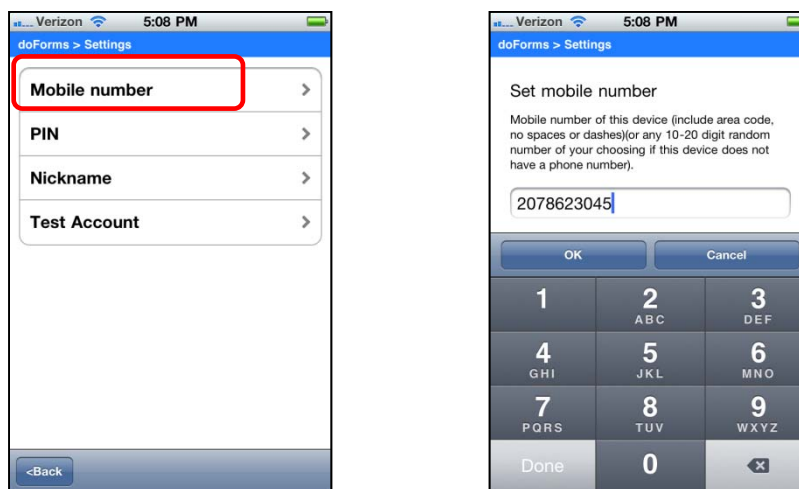
4.1 Changing your account setup and preferences

Tap “**Menu**” at anytime to access “Settings”. However, we recommend only changing your settings from the Main Menu and not from within a form while collecting data. From the “Settings” page you can set your mobile number, PIN, and nickname, as well as test your account.



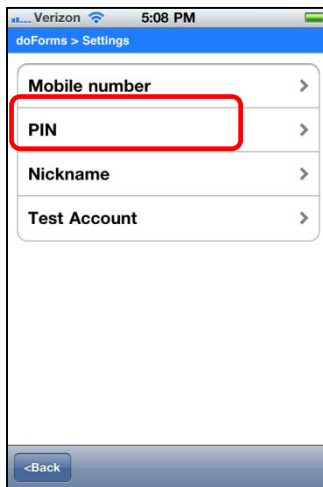
Setting your device’s mobile number

1. Tap “**Mobile number**” on the “**Settings**” menu to edit the phone number.
2. Enter the phone number of this unit or a mobile ID number assigned by your doForms Administrator. Include the area code if using a phone number. Do not include any spaces, dashes or any other non-number characters. Tap “**OK**” when done.



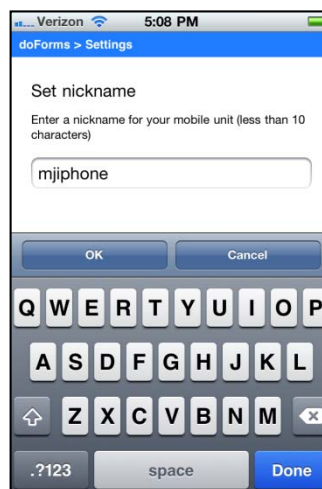
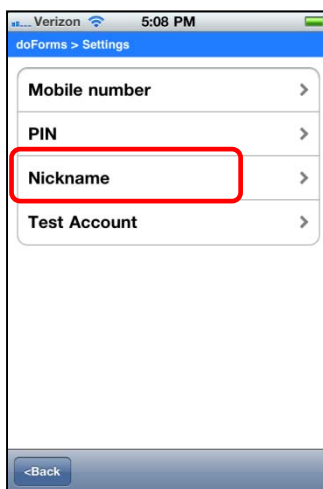
Changing the mobile unit's PIN

1. Tap **"PIN"** on the "Settings" menu to edit the PIN.
2. Enter the 4-digit PIN assigned by your doForms Administrator. This PIN must match the corresponding mobile phone number or mobile ID. Contact your doForms Administrator if you have not been provided with a PIN. Tap **"OK"** when done.



Changing the mobile unit's nickname

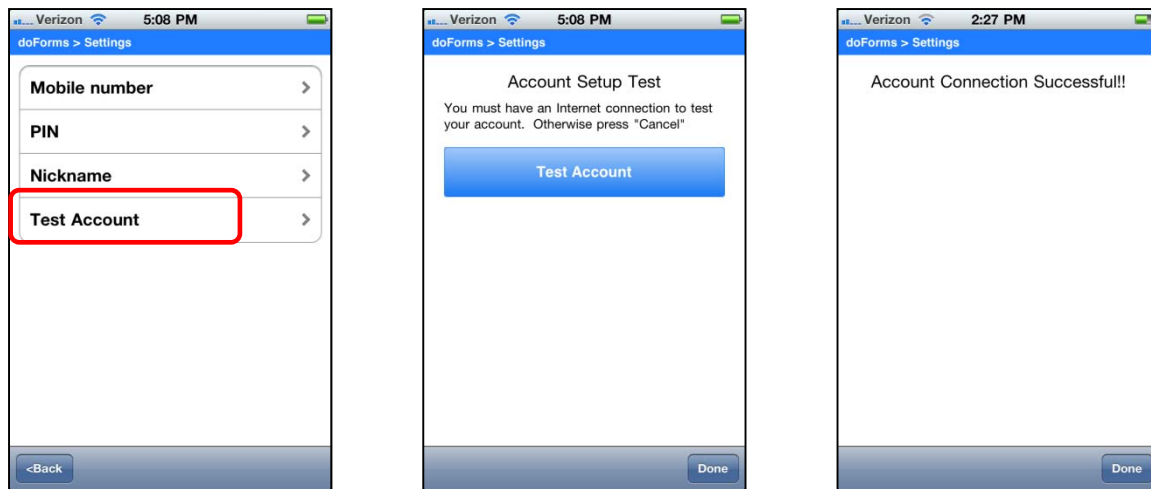
1. Tap **"Nickname"** on the "Settings" menu to edit your nickname
2. Enter a nickname for the mobile unit. Nicknames may include letters, numbers and underscores, but no spaces. Nicknames should be 10 characters or less. Tap **"OK"** when done.



Testing account configuration

The doForms application on your iPhone device will contact the doForms server to validate your settings. You will need to have an active Internet connection to complete this step. If you do not have an internet connection, press “Cancel” and restart the doForms application when you do.

1. Tap “**Test account**” on the “Settings” menu.
2. Tap “**Test Account**”.



3. An “Account Setup Successful” message will appear if the account setup was valid. Tap “**Done**” to get back to the “Settings” menu.

NOTE: A “Test Failed” message will appear if the account setup was not valid. Most likely you entered an incorrect combination of mobile number and PIN. Tap “**Cancel**” to return to the doForms “Settings” menu and re-enter your mobile number and PIN. If you continue to experience problems, please tap “**Cancel**” and contact your doForms Administrator to ensure that you have the correct PIN to match your mobile number.

How to Contact doForms Support

Email: support@doforms.com

Website: www.doforms.com/support